

**CONFIDENTIAL****FILED: Reports (Monthly)**  
**RETURN TO****RECORDS MANAGEMENT DIVISION**

## RECORDS CENTER BRANCH Statistical Report

	Reporting Period 1 - 30 November 1954	Fiscal Year To Date
Part I Record Holdings (cu. ft.)		
A. Records Accessioned	428	1,943
B. Records Disposed of at Center	10	99
C. Records Holdings	8,044	
D. Distribution Material Holdings	8,821	
E. Total Holdings	16,865	
Part II Reference Service on Records in Storage		
A. Documentary	618	3,015 ✓
B. Informational	97	346 ✓
Part III Inter-Agency Reference Service	115	
A. Requests	1	10
Part IV Shelving Space Utilization (cu. ft.)		
A. Total Capacity	18,948	
B. Utilized	16,865	
C. Available	2,083	
Part V Supplemental Distribution		
A. Items Received for Distribution		
1. Intelligence Reports		
a. Initial Receipt	7,944	40,725
b. Returns	2,661	14,981
2. Information Reports	2,562	23,843
3. Administrative Issuances	4,778	31,817
TOTAL	17,945	111,366

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Reporting Period	Fiscal Year
<u>1 - 30 November 1954</u>	<u>To Date</u>

## B. Items Furnished

1. Intelligence Reports	1,796	12,100
2. Information Reports	3,598	15,047
3. Admin. Issuances	<u>1,758</u>	<u>11,531</u>
TOTAL	<u>7,143</u>	38,678✓

## C. Reproduction Services (no. of pages)

1. Ozalid Process	22,115	84,601
2. Photo Copy Process	816	4,427
3. Ditto Process	<u>612</u>	<u>2,788</u>
TOTAL	23,543	91,816

## Part VI Initial Distribution

## A. Items Furnished

1. Regulations	4,305	30,800
2. Notices	23,670	90,477
3. Other	<u>5,343</u>	<u>21,801</u>
TOTAL	33,318	143,078

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19,000  
 Total Capacity  
 (18,948)

Total Utilized  
 14,000

Utilized for 8,000  
 Supplemental Distribution

25X1

Capacity  
 (6,948)

Utilized for Records  
 6,000

